HUMAN RESOURCES ANALYST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional human resource assignments under the direction of the Civil Service Commission or other designated human resources office located in a state agency. The work involves classification, compensation, equal employment opportunity, recruitment and selection, testing, workforce planning, employee development, performance appraisal, occupational analysis, labor relations, and other human resources areas.

There are five classifications in this job.

Position Code Title – Human Resources Analyst (Departmental Trainee)-E

Human Resources Analyst (Departmental Trainee) 9
This is the entry level and serves as a parallel classification to the Human Resources Analyst 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Human Resources Analyst 9; i.e., the employee carries out a range of professional human resources assignments while learning the methods of the work.

Position Title - Human Resources Analyst-E

Human Resources Analyst 9
This is the entry level. The employee carries out a range of professional human resources assignments while learning the methods of the work.

Human Resources Analyst 10
This is the intermediate level. The employee performs an expanding range of professional human resources assignments in a developing capacity.

Human Resources Analyst P11
This is the experienced level. The employee performs a full range of professional human resources assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Title - Human Resources Analyst-A

Human Resources Analyst 12
This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil

Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Reviews recommendations for appointments, promotions, transfers, suspensions, and separations of employees in the classified state service.

Conducts interviews and recommends the hiring of new employees.

Reviews and approves selection criteria for filling vacancies.

Ensures compliance with and provides interpretation of EEO guidelines relating to personnel processes.

Prepares statistical reports regarding hiring practices and other selection data.

Plans, coordinates, and implements recruitment programs; determines labor market conditions and recruitment strategies; prepares job bulletins and recruitment information; determines and places advertisements in appropriate media; and reviews and evaluates applications.

Counsels employees on rights, benefits, and opportunities for career advancement.

Determines class and level allocation of positions for establishment and reclassification purposes.

Conducts job analysis and develops class specifications, including class concepts, knowledge, skills, and abilities, and education and experience requirements.

Provides technical assistance to state agencies in the organization of their workforce.

Reviews, evaluates, and approves or disapproves requests for contractual personal services.

Evaluates selection methods and confers with resource persons to determine the best means of selecting and ranking applicants for specific classes.

Prepares test format, determines material to be covered, and develops test items; determines relative weight of test sections.

Conducts reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations.

Develops criteria for job performance evaluation, and ensures evaluations are conducted in accordance with Civil Service policy.

Collects and analyzes data relating to examination scores and job performance, and determines test validity.

Conducts and participates in surveys of public and private employment to analyze wages, pay practices, and other forms of compensation.

Responds to inquiries regarding the compensation plan for the classified state service.

Counsels management and employees on grievances and other complaints originating from individual work situations or work environment.

Develops and maintains comprehensive workforce plans and forecasts for state service.

Coordinates human resource projects, programs, and special assignments.

Conducts occupational research studies; evaluates, analyzes, and classifies data.

Performs statistical analysis of employment data for publication in various occupational publications.

Conducts systematic searches for new job related information; reviews data and evaluates its usefulness and applications.

Provides technical assistance or information regarding the collection and evaluation of occupational information.

Assists in the development of equal employment opportunity programs.

Identifies training needs of state departments and develops training materials and manuals.

Develops and modifies rules, regulations, policies, and procedures; provides interpretation to supervisors, other human resources professionals, individuals, and employee organizations.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

<u>Human Resources Analyst 12 (Lead Worker)</u>
Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

<u>Human Resources Analyst 12 (Senior Worker)</u>
Performs on a regular basis professional human resources assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of human resources management.

Knowledge of state government organization and structure, functions, and occupations.

Knowledge of interviewing techniques.

Knowledge of the methods employed to collect, analyze, and interpret data.

Knowledge of employment practices and related laws, rules, and standards, including applicable equal employment opportunity, civil rights, and other related laws and practices.

Knowledge of Michigan Civil Service Commission rules, regulations, forms, and procedures.

Knowledge of employee rights, benefits, and obligations.

Knowledge of labor relations**,** grievance, and appeals procedures.

Knowledge of human resources transactions and records.

Knowledge of human resources budgeting procedures.

Ability to interpret and apply laws, rules, and regulations.

Ability to collect, analyze, and interpret data.

Ability to complete projects independently.

Ability to provide guidance and train others in the work.

Ability to maintain records, and prepare reports, and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Human Resources Analyst 12 (Lead Worker)
Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require travel.

Some jobs are located in a correctional, mental health, or hospital facility.

Physical Requirements

None
Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

Education

Possession of a bachelor's degree in any major.

Experience

Human Resources Analyst 9
No specific type or amount is required.

Human Resources Analyst 10
One year of professional experience providing human resources services equivalent to a Human Resources Analyst 9.

Human Resources Analyst P11
Two years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst 10.

Human Resources Analyst 12
Three years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst P11.

Education and Experience for Human Resources Analyst (Departmental Trainee) 9

Education

Educational level typically acquired through completion of high school.

Experience

Administrative Support Experience

Two years of E10- or E11-level experience.

<div align="center">OR</div>

Four years of advanced or supervisory 9-level, or Senior Executive Management Assistant 9 experience.

<div align="center">OR</div>

Two years of advanced or supervisory 10-level experience.

<div align="center">OR</div>

One year of advanced or supervisory 11-level (or higher) experience.

Business and Administrative Experience

Two years of E9- or E10-level experience.

<div align="center">OR</div>

One year of advanced or supervisory 10-level (or higher) experience.

Human Services Experience

Two years of E9- or 10-level paraprofessional* or nursing experience.

<div align="center">OR</div>

Two years of E10- or E11- or supervisory 10-level experience.

<div align="center">OR</div>

One year of advanced or supervisory 11-level (or higher) experience.

Engineering and Scientific Experience

Two years of E10-, E11-level or supervisory 10-level experience.

<div align="center">OR</div>

One year of advanced or supervisory 11-level (or higher) experience.

Safety, Security and Regulatory Experience
Two years of E11-level experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution
College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description
HUMRESALT	Human Resources Analyst

Position Title	Position Code	Pay Schedule
Human Resources Analyst (Departmental Trainee)-E	HUMRATRE	NERE-002P
Human Resources Analyst-E	HUMRALTE	NERE-174
Human Resources Analyst-A	HUMRALTA	NERE-180

ECP Group 2
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